

UNITED STATES MARINE CORPS  
Logistics Operations School  
Marine Corps Combat Service Support Schools  
PSC Box 20041  
Camp Lejeune, North Carolina 28542-0041

LOC 1102

**STUDENT OUTLINE**

**MAGTF BILLETS, ORGANIZATIONS, AND DUTIES**

**LEARNING OBJECTIVES**

1. Terminal Learning Objective: Given the required duties of a logistics officer, commander's guidance, and the references, perform general duties of a logistics officer, to demonstrate the knowledge required to perform the duties of a logistics officer, per the references.

2. Enabling Learning Objectives:

a. Given the duties of a logistics officer, commander's guidance, written test, and the references, describe the duties of company grade logistics officers within operating forces, per the references.

b. Given the duties of a logistics officer, commander's guidance, written test, and the references, identify the logistics billets within CSS organizations, per the references.

**OUTLINE**

1. **PRIMARY BILLETS AND RESPONSIBILITIES OF COMPANY GRADE LOGISTICS OFFICERS**: Once assigned to the operating forces there are a number of potential primary billets a new Logistics Officer could be assigned to. Generally a new logistician will not be assigned as an S-4 but it is helpful to know the responsibilities and the purview of the G-4/S-4 officer prior to detailing the duties to which a company grade logistician may be assigned. Additionally, if assigned as an S-4A, many of the S-4's responsibilities will be delegated to the new officer.

a. **Logistics Officer (G-4/S-4)**. The G-4/S-4 is the principal staff officer responsible for logistics and the combat service support functional areas of supply, maintenance, transportation, medical/dental, passenger and freight

transportation, engineering support, landing support, material handling, and food service. On the regimental and battalion level the S-4 also has staff responsibility for financial management. General duties are:

- (1) Determine requirements for logistics and CSS.
- (2) Supervise all administrative functions of logistics and CSS. Prepare the concept of logistics, logistics annexes, and logistics operations orders.
- (3) Recommend task organization, equipment, location, movement, and employment of CSS elements.
- (4) Manage CSS operations.
- (5) Plan and supervise the following:
  - (a) Nontactical or administrative troop movements.
  - (b) Management of real property and facilities.
  - (c) Security of rear area.

b. **Embarkation Officer (EmbO)**. The EmbO performs duties under the staff cognizance of the Logistics Officer. He or she is responsible for the loading and unloading of personnel, equipment, and supplies in movement by ship, aircraft and railroad. Staff responsibilities include:

- (1) Formulating load plans for land, sea, and air movement in accordance with administrative and tactical requirements.
- (2) Supervising activities relating to loading and unloading to ensure adherence to established priorities.
- (3) Determining requirements for and recommending allocation of transportation means.
- (4) Maintaining data characteristics for land, sea, and air carriers.
- (5) Planning, conducting, and supervising embarkation training.

c. **Motor Transport Officer (MTO).** The MTO performs duties under the staff cognizance of the Logistics Officer. He or she advises the commander on the employment of motor transport assets. Staff responsibilities include:

(1) Supervising the planning of technical training for motor transport related duties and programs.

(2) Coordinating motor transport support requirements and directing commitments to organizations best capable of providing the support required.

(3) Monitoring and providing technical supervision to all motor transport requirements, commitments, and movements.

(4) Supervising and coordinating the maintenance of required motor transport records and reports.

(5) Developing, coordinating, implementing, and monitoring command technical inspections for motor transport.

(6) Monitoring motor transport combat readiness.

(7) Advising the commander on all technical matters concerning motor transport.

d. **Maintenance Management Officer (MMO).** The MMO performs the general duties of a special staff officer under the cognizance of the G/S-4 and is the primary point of contact on maintenance management matters. Responsibilities encompass all commodities of Marine Corps ground equipment and staff responsibilities include:

(1) Developing and managing the command's maintenance management program.

(2) Advising the commander on all matters related to equipment maintenance and the impact of the command's maintenance effort.

(3) Exercise staff supervision over subordinate unit's maintenance management programs.

(4) Exercising staff and technical supervision over field maintenance and salvage of engineer material.

(5) Coordinating the command's equipment inspection program.

(6) Managing the automated information system associated with the Marine Corps Integrated Maintenance Management System (MIMMS).

(7) Coordinating the command's maintenance management related programs, such as Product Quality Deficiency Report (PQDR), Modification Control, Calibration Control, Technical Publication Control, and Corrosion Control.

(8) Ensuring close coordination with supply operations and management in order to provide timely support of maintenance requirements.

e. **Landing Support Officer.** The Landing Support Officer performs the general duties of a special staff officer, under the staff cognizance of the G/S-4, with respect to landing support matters. In Transportation Support Battalion (TSB) the Landing Support (LS) Platoon Commanders work for LS Company Commanders. His staff responsibilities include:

(1) Analyzing tactical plans and their attendant landing support requirements.

(2) Planning for tactical employment of landing support units to support both the surface assault and the helicopter-borne assault.

(3) Detailed planning for organization of beach support areas and landing zone support areas.

(4) Planning and supervising training of landing support units.

**2. COLLATERAL BILLETS AND RESPONSIBILITIES OF COMPANY GRADE LOGISTICS OFFICERS.** While performing your primary duties you will most likely be assigned any number of subordinate duties as well. Among these responsibilities are:

a. **Food Service Officer (FSO).** The FSO performs the general duties of a special staff officer, under the cognizance of the G/S-4, with respect to food service. His staff responsibilities include:

(1) Conducting surveys on food equipment and dining facility personnel.

(2) Supervising the training of dining facility personnel.

(3) Coordinating the activities of the Food Management Team when aboard the command.

(4) Conducting inspections of dining facilities to ensure proper food preparation and correct use of dining facilities and food service equipment.

(5) Advising the commander on the adequacy of the subsistence issue and the development of food service facilities under field or combat conditions. Coordinate the feeding of tactical organizations.

b. **Ground Safety Officer.** The Ground Safety Officer performs the general duties of a special staff officer, under the cognizance of the G/S-4, with respect to ground safety. His staff responsibilities include:

(1) Coordinating and supervising all aspects of the ground safety program.

(2) Conducting inspections and maintaining records of ground accidents to keep the commander informed of the problems and progress of the ground safety program.

(3) Coordinate training programs designed to further awareness and education in ground safety.

c. **Hazardous Materials (HazMat) Officer.** The HazMat Officer performs the general duties of a special staff officer, under the cognizance of the G/S-4, with respect to hazardous material. His staff responsibilities include:

(1) Establish a hazardous communication program to ensure proper signs and labels are posted.

(2) Maintain a comprehensive Material Safety Data Sheet file on all hazardous material within the command.

(3) Ensure all material is stored in compliance with regulations.

(4) Ensure all material is disposed of in compliance with regulations.

(5) Conduct training in the storage, handling, disposal, and safety of hazardous material.

d. **Ordnance Officer.** The Ordnance Officer performs the general duties of a special staff officer, under the cognizance of the G/S-4, with respect to ordnance. His staff responsibilities include:

(1) Serving as technical advisor to the commander and his staff on ordnance matters and exercising technical supervision over ordnance activities through the command.

(2) Supervising the determination of requirements for, and the requisitioning, procurement, storage, and distribution of ordnance material.

(3) Coordinating the establishment and operation of ordnance maintenance and supply activities.

(4) Providing for technical inspection of ordnance material.

e. **ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) OFFICER.** The AA&E Officer performs the general duties of a special staff officer, under the cognizance of the G/S-4, with respect to arms, ammunition, and explosives. His staff responsibilities include:

(1) Conducting AA&E awareness training.

(2) Validating AA&E accountability procedures.

(3) Auditing the AA&E chain-of-custody documentation for issue, receipt, expenditure, and turn-in of unexpended assets.

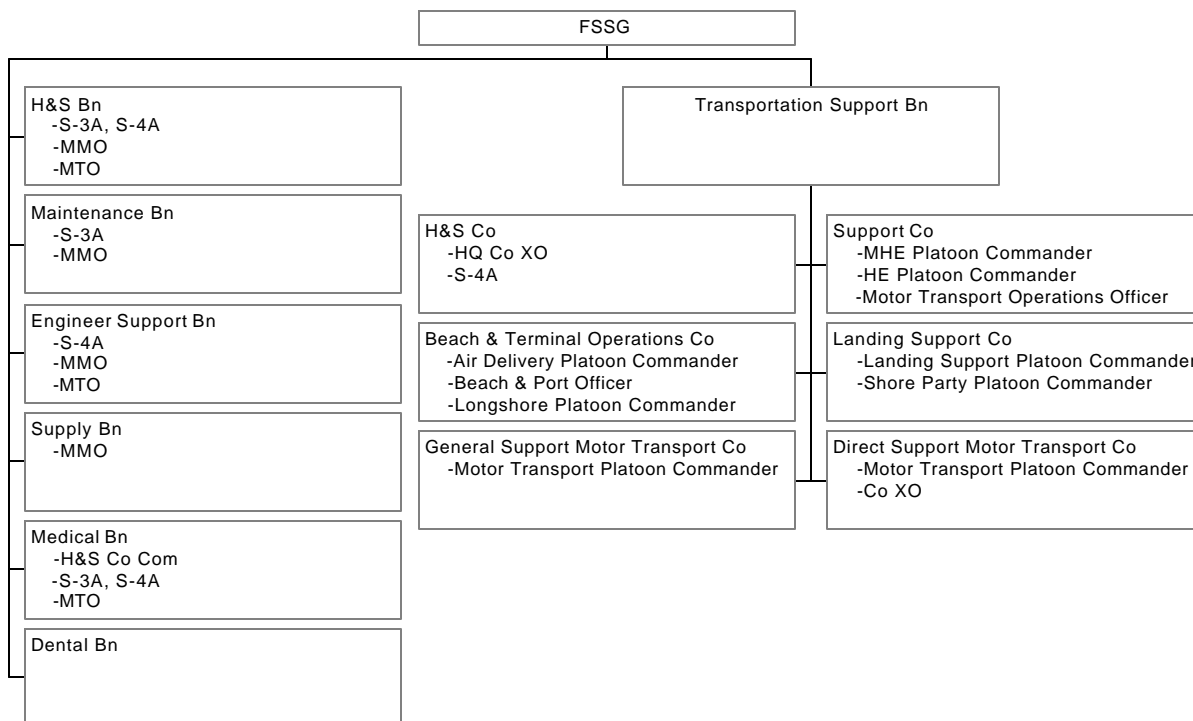
(4) Validating that Navy/Marine Corps (NAVMC) 10774's are properly maintained when the command is holding security and/or training AA&E assets.

### **3. MAGTF ORGANIZATIONS AND THEIR ASSOCIATED LOGISTICS BILLETS.**

The Marine Expeditionary Force's (MEF) tactical logistics capabilities include the organic logistics personnel and equipment arrayed in the various units that comprise the MAGTF. Each MEF consists of a permanent Command Element (CE), a Marine

Division (MarDiv), a Marine Aircraft Wing (MAW), and a Force Service Support Group (FSSG). Within these elements you will find logisticians as follows.

a. **Force Service Support Group (FSSG).** The FSSG provides CSS to the MAGTF. It is a grouping of functional battalions that provide tactical-level ground logistics support to all elements of the MEF. In addition, the FSSG may be tasked to provide operational-level logistic support to the Marine component of a joint command. The FSSG embodies the fundamental principle -economy of operations through centralization of logistic resources and decentralization of support operations. The FSSG organizations are structured to provide task-organized groups to support independently deployed battalions, regiments, MAGTFs, and/or geographically separated units.



(1) **Transportation Support Battalion (TSB).**

Transportation Support Battalion provides motor transport, air delivery, and landing support for the MEF. Motor Transport support includes medium and heavy lift transportation support. Landing support provides for ship-to-shore movement during amphibious, maritime propositioning force (MPF) operations, and subsequent terminal operations to permit throughput of supplies,

equipment, and personnel. Within TSB logisticians can be found performing the following tasks.

(a) Within Beach and Terminal Operations Co are Beach and Port Officers, Longshore Platoon Commanders, and Air Delivery Platoon Commanders.

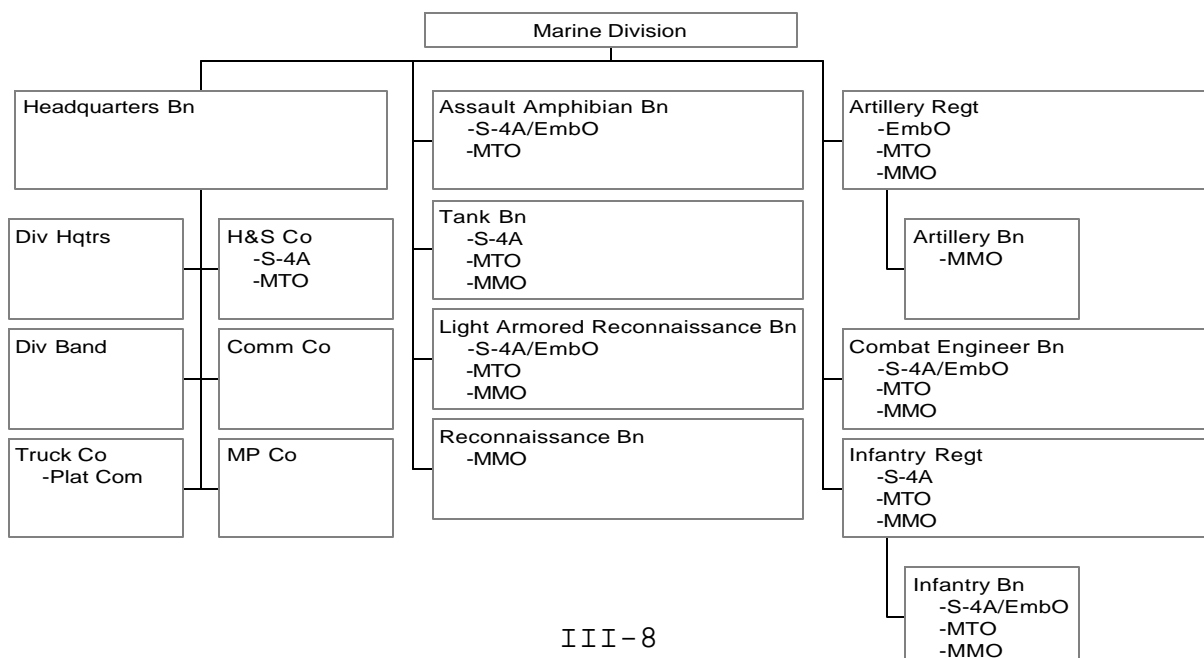
(b) Landing Support Co includes platoon commander billets for both the Landing Support Platoon and Shore Party Platoon.

(c) Billets held within Support Co include Materials Handling Equipment Platoon Commander, Heavy Equipment Platoon Commander, and Motor Transport Operations Officer.

(d) The Direct Support Co logistics billets are platoon commander billets for the Motor Transport Platoons.

(2) Elsewhere within the FSSG 0402s are resident in Maintenance and Engineer Support Battalions as MMOs and in Medical Battalion as the H&S Company Commander, Training Officer, S-4A, and Motor Transport Officer.

b. **Marine Division.** While the Marine Division relies on the FSSG for extensive CSS, the division is structured with a significant array of organic logistics capabilities, which should be utilized before requesting support from the FSSG. The division consists of a headquarters battalion, infantry regiments, an artillery regiment, a tank battalion, an assault amphibian battalion, a combat engineer battalion, and a light armored reconnaissance battalion.



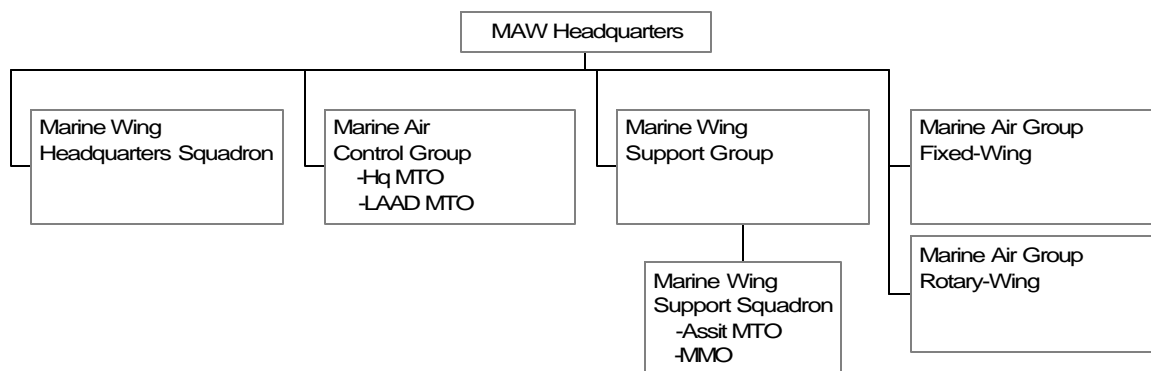


(1) **Truck Co.** A concentration of Motor Transport Platoon Commander billets is found within Truck Company of the Headquarters Bn.

(2) **Infantry and Artillery Regiment/Battalion.** Within the infantry regiment and battalion company-grade logisticians occupy the billets of S-4A, MTO, and MMO. At the battalion level they also hold the EmbO billet. At the artillery regiment junior logisticians are EmbOs, MTOs, and MMOs while at the battalion they will fill EmbO and MMO billets.

(3) **Separate Battalions.** In the division Tank Bn, Combat Engineer Battalion and Light Armored Reconnaissance Battalion each have S-4A/EmbO, MTO, and MMO billets filled by company grade 0402s. The Amphibious Assault Battalion is similar except that an Ordnance Maintenance Officer fills the MMO position. The Reconnaissance Battalion has only one logistician, the MMO.

c. **Marine Aircraft Wing (MAW).** The MAW possesses organic aviation and ground logistics capabilities. It employs organic aircraft-specific supply, maintenance, and service capabilities in direct support of aircraft squadrons and groups. Although the MAW has its own aviation ground support capabilities, it depends heavily on the FSSG for ground CSS and delivery of aviation bulk commodities. The MAW is organized into a Marine Wing Headquarters Squadron (MWHS), fixed- and rotary-wing Marine Aircraft Groups (MAGs), a Marine Air Control Group (MACG), and a Marine Wing Support Group (MWSG).



(1) **Marine Wing Support Group/Squadron**. The functioning unit within the MWSG is the Marine Wing Support Squadron (MWSS). The support squadron's MTO is a captain's billet while new logisticians are assigned as Assistant Motor Transport Officers and MMOs.

4. As company-grade logisticians the opportunity to serve in any of the Major Subordinate Commands (MSCs) will give you a breadth and depth of operational experience unparalleled in other MOSs.

**REFERENCES:**

1. FMFM 3-1 Command and Staff Action
2. MCWP 4-11 Tactical-Level Logistics